

APPLICANT INFORMATION

Applicant \_\_\_\_\_

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

Town / Zip code \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Phone number \_\_\_\_\_

Cellular telephone number \_\_\_\_\_

Organization on-site designated holder: \_\_\_\_\_

EVENT INFORMATION

Type of event \_\_\_\_\_

Date of event \_\_\_\_\_

(No Rain Dates)

Name of Event \_\_\_\_\_

Park requested \_\_\_\_\_

Location in park \_\_\_\_\_

Number of participants \_\_\_\_\_

Number of spectators \_\_\_\_\_

Set-up begins \_\_\_\_\_

Clean-up ends \_\_\_\_\_

Time Event begins \_\_\_\_\_

Time Event ends \_\_\_\_\_

Will participants or spectators be charged? YES NO If so, how much for each \$ \_\_\_\_\_/\$ \_\_\_\_\_

Will funds be raised to benefit any veterans' organization? YES NO

If yes, include a copy of current registration certificate issued pursuant to Suffolk County Chapter 365 Article III Registration of Non-Profit Veterans Organizations.

If yes, applicant hereby certifies that it has received a copy of Suffolk County Chapter 365, the Suffolk County Stolen Valor Act, and agrees to fully comply with all terms and conditions therein. The applicant also agrees to fully comply with all terms and conditions of the federal Stolen Valor Act (10 USCA section 704).

Will vendors be at the event? YES NO If so, what is the vendor fee \$ \_\_\_\_\_

Please provide a separate listing of all vendors, addresses, phone numbers, attached to application.

If merchandise is available for sale, price lists for each vendor must be submitted.

Describe in detail the day's events, activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you plan to drive vehicles into the park for drop off and pick up?	YES	NO
Will you need water or electrical connections?	YES	NO
Will you have amplified sound? (Apply to Town Clerk as per Town Code #141)	YES	NO
Will you have tents larger than 20'x10' (or larger than 200 square feet)?	YES	NO
Will you have canopy in excess of 20'x20' (or larger than 400 square feet)?	YES	NO
Will food be part of your event?	YES	NO
Will alcoholic beverages be part of your event?	YES	NO
Will propane be used for the cooking of food?	YES	NO

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the rules and regulations of the Town of Huntington Department of Parks and Recreation. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications.

The applicant, whether an individual or organization, agrees to hold harmless and defend the Town of Huntington, its officers, agents and employees, jointly, severally, individually or in their individual capacity, from and against any claim, damage, cost, fee including reasonable attorney fees incurred or arising out of the applicant's use and/or occupancy of the Town of Huntington's facilities.

**Town of Huntington**  
**SPECIAL EVENT - RULES & REGULATIONS 2017**

**Parks, Beaches and Other Facilities**  
**Department of Parks & Recreation**  
100 Main St, Huntington, N.Y. 11743  
(631) 351-3089 Fax: (631) 351-3100  
email: [parksandrec@huntingtonny.gov](mailto:parksandrec@huntingtonny.gov)



***There is a \$50.00 non-refundable application fee payable by check, money order or credit card to the Department of Parks and Recreation. We accept checks, money order or credit card as payment.***

- ***Permit Applications must be filed at least thirty (30) days prior to the special event in order to be reviewed and processed.***
- ***A permit will not be issued until all requirements are met.***
- ***If you do not submit all documents fifteen (15) business days prior to your scheduled event, your event may be in jeopardy of not going forward as planned.***

**All Permit Holders must adhere to the Special Events Rules and Regulations as follows:**

- No event will be permitted at any parks and recreation facility/or town property unless a written permit has been granted. The **Permit Holder** must have the original permit in their possession at the site while the special event is taking place.
- The **Permit Holder** and/or his/her designee must provide a cellular telephone number that will be available for communications for the entire duration of the event.

If a permit is granted, the Permit Holder shall be subject to the rules, regulations and ordinances of the Town of Huntington and to all regulations, ordinances and other laws of Suffolk County, New York State and any other agency having jurisdiction.

- Possession and/or consumption of alcohol beverages is prohibited within all Town property, including parks & beaches, including, adjoining parking areas as per Town Code Public Consumption of Alcoholic Beverages Law §76-3.
- Should there be any injuries, accidents or other health incidents at your special event, you must notify the appropriate first responders required, Fire Dept. ambulance, or 911 and then **Town Public Safety at 351-3234** immediately. Please be sure that all concerned under your permit are aware of the phone number.
- The **Permit Holder** is responsible for cleaning and restoring the area after the special event. Do not rely on Town staff to clean up your event.
- The **Permit Holder** is required to post a one thousand (\$1,000) performance bond or certified check made payable to the Department of Parks and Recreation upon application submission or the application will be denied.
- Any permit issued may contain additional conditions and restrictions as imposed by the Director of Parks & Recreation.

For Example: (but not limited to)

- The permit is not transferable and is revocable at the discretion of the Director of Parks & Recreation.
  - **Permit Holder** may be required to reimburse the Town for setup/breakdown/cleanup that will be provided by Town of Huntington staff.
  - The **Permit Holder** will be required to reimburse the Town for safety/security coverage provided by Town of Huntington Department of Public Safety.

Failure to comply with the terms and conditions of any permit shall be a violation of the Huntington Code. If, upon expiration or termination of the permit, it is determined that a Permit Holder has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute or rule, the following may apply:

- Forfeit any performance bond or certified check and it will be retained by the Town to restore the properties to its original condition and repair any damage.
- Any additional costs incurred by the Town shall be borne by the Permit Holder.
- Jeopardize the issuance of future special event permits.

## 1. **INSURANCE**

Comprehensive Liability Insurance must be carried by any Permit Holder using Town owned property or a permit will not be issued.

- For the term of this permit, the applicant/Permit Holder agrees to secure, and maintain in full force and effect, Liability Insurance in the amount of two million and no/100 dollars (\$2,000,000.00 per person/\$2,000,000.00 per occurrence for bodily injury). Said coverage shall be in occurrence format.
- Prior to the execution of this agreement, the applicant/Permit Holder shall furnish to the Town of Huntington Attorney's Office a certificate of insurance evidencing the aforesaid insurance requirements. Said certificate shall:
  - 1) Name the Town and Town Board of Trustees as additional insured by endorsement;
  - 2) provide for the Town and Town Board of Trustees as Certificate Holders;
  - 3) Further provide that the certificate holders shall be notified thirty (30) days prior to any cancellation, nonrenewal or material change of action; and
  - 4) Specifically reference the special event or activity that is the subject of this permit.

**Additional insurance requirements will be based on the following criteria:**

- a). Whether the special event involves the sale and or consumption of food or alcoholic beverages.
- b). whether the special event involves the installation of a temporary structure or stage.
- c). Whenever the Special Event includes entertainment & recreational equipment (inflatables) – special permit and insurance is required.

## 2. **HOLD HARMLESS & INDEMNIFY AGREEMENT**

**Permit Holder** must sign a hold harmless and indemnification agreement with the Town Attorney's office upon submission of all of the above (also see check list provided) to the Parks and Recreation Department, which shall include provisions requiring Permit Holder to:

- Hold harmless, indemnify and defend the Town and Town Board of Trustees, their agents, servants and/ or employees against any and all claims arising out of this special event, including but not limited to all acts and/or claims involving or otherwise relating to any and all artists, vendors and/or providers participating in this event.
- Defend, indemnify and hold the Town and Town Board of Trustees their agents, servants and/or employees harmless from and against all claims, including reasonable attorney fees and liability arising out of or in connection with the aforesaid special event and use of Town and Town Board of Trustees property as described herein. Further it is expressly understood that such indemnity of the Town shall not be limited by reason of enumeration of any insurance coverage herein provided.

## 3. **PERFORMANCE BOND**

The **Permit Holder** must post a performance bond or certified check in the amount of one thousand dollars (\$1,000), to be held as security to ensure that the property or equipment which will be used at the special event is restored, to a condition acceptable to the director of Parks and Recreation.

- A representative of the Town and the **Permit Holder** will review the area used on the day after the special event to assess the condition of the area used, as well as the equipment. If the property has been restored to the satisfaction of the Director of Parks & Recreation and there has been no damage to the Town of Huntington property, the security shall be returned.

**4. SET-UP/BREAK-DOWN/CLEAN-UP/RESTORATION IN PARK OR BEACH BY TOWN STAFF**

No preparation, prior to or clean up following, a special event shall take place between the hours of 11p.m. and 7:00a.m.

- The **Permit holder** will be responsible for removing their equipment or debris at the conclusion of the event.
- **Permit holder** shall be required to reimburse the Town of Huntington for any services rendered by town staff in conjunction with the special event, including town security.
- Town shall provide reimbursement costs depending on size of special event prior to issuing final permit.
- For 4hrs/day minimum staff hour/ costs for weekday and weekend:
  - Weekdays After 3pm:
  - Weekends & Holidays:

**5. SOUND DEVICE (CODE # 141)**

Any **Permit Holder** planning a special event that would include amplification of any classification must file an application for a Sound Device Permit Town Code #141 Noise with the Town Clerk's Office at 351-3206. A copy of the approved permit must be submitted with your application to the Department of Parks and Recreation no later than fourteen (14) business days prior to the special event.

**6. TENTS AND PROPANE (CODE # 329-N TENTS - 377-N PROPANE)**

All tents larger than 10'x12' or 120 sq. feet require that a permit be issued by the Town of Huntington Fire Prevention Bureau.

- Contact the Town of Huntington Fire Prevention Bureau for rules and regulations at 351-3138.
- Use of propane requires that a separate permit application be submitted to the Town of Huntington Fire Prevention Bureau.

A copy of these permits shall be submitted to the Parks and Recreation Department no later than fifteen (15) business days prior to the special event.

**7. FOOD**

If the **Permit Holder** is planning to sell or serve food and/ or beverages at its special event, it must have Town of Huntington approval and a Suffolk County Department of Health Services Bureau of Environmental Protection Vendors Temporary Food Service Permit 631-852-5997 Division of Health Services Food Control. A copy of the approved application, submitted to and/ or any permit issued by Suffolk County Department of Health Services must be submitted to the Department of Parks and Recreation for review no later than 15 fifteen business days before a final permit will be granted.

**8. ENTERTAINMENT & RECREATIONAL EQUIPMENT (§ 91-1 THRU § 91.17)**

Any **Permit Holder** wanting to operate or provide entertainment, carnivals, circuses, fairs and or recreational equipment at its special event must apply for permit from the Town Clerk, on the special application form available at the Town Clerks Office.

A copy of the Town Clerks approved permit shall be submitted to the Parks and Recreation Department no later than fourteen (14) business days prior to the special event.

**9. ADVERTISEMENTS**

**Permit Holder**, who plan on advertising their special event, must provide copies of all advertising materials with application submittals at the time of application.

10. Town of Huntington Ordinances:

All **Permit Holders** are required to be aware of the following applicable provisions of the Town Code:

Public Consumption of Alcoholic Beverages .....	§76-3
And/or Carrying Open Container of Same .....	§76-4
Overnight Parking, Housing of Camping .....	§159-20
Open Fires .....	§159-18
Animals .....	§159-18
Littering .....	§159-7
Destructing or Defacing Park Property .....	§159-5
Parking in Other Than Designated Spaces .....	§159-8
Speed in Excess of 10 m.p.h. ....	§159-8
Loitering After Dark .....	§159-20
ATV's .....	§193-3
Soliciting .....	§159-18
Peddling or Selling .....	§159-19
Rollerblading, Skating or Sledding .....	§159-16
Firearms & Weapons .....	§159-14
Boating in Bathing Area .....	§159-13
Smoking in Public Building .....	§111-285

- If Permit Holder / and or vendors needs to drop-off equipment, supplies, there are restrictions and special rules for vehicle access.

**Town Clerk**

Amplification Permit  
Carnivals/Entertainment Permit

**Fire Bureau**

Tents & Propane Permit

**Suffolk County**

Vendors Temporary Food Service Application  
Organizer’s Application for Temporary Permit

2017 PARK AND BEACH SPECIAL EVENT REQUIREMENTS CHECK LIST

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

<b><u>REQUIREMENT</u></b> <i><u>Note: Failure to submit all required documents at least 15 Business days prior to a scheduled event may put such event in jeopardy of not going forward as planned!</u></i>	<b>DATE RECEIVED</b> MUST BE 15 BUSINESS DAYS PRIOR TO EVENT	<b>DATE RETURNED</b> (IF APPLICABLE)
Application (Fee \$50 Non-refundable)		
Equipment Deposit		
Equipment Fee (s)		
Security Fee (s) (Public Safety-351-3167)		
Performance Bond/Certified Check (\$1,000)		
Insurance (\$2 million each occurrence) Naming Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders & Additional insureds. The TOH address; 100 Main Street Huntington N.Y. 11743. The date and the location of the event on insurance certificate.		
Suffolk County Health Department –Copy of application submitted to SCHD to serve food at event (631-852-5997). Required by food vendor and organizer.		
Suffolk County Department of Health Services Vendor’s Application & Permit for Temporary Event for the Food Vendor or, in the case of a Vendor with a mobile unit, a copy of its annual permit from the Suffolk County Department of Health Services.		
Insurance Certificate from each Food Vendor for General Liability Insurance in the amount of \$2 million dollars. Certificates must name the Town of Huntington and the Town of Huntington Board of Trustees as Certificate Holders and Additional Named Insured’s, by endorsement, and must include the name, date and location of the event.		
NYS Liquor Authority Permits-For The Service of Beer or Wine. <a href="http://www.sla.ny.gov">www.sla.ny.gov</a> (518-474-3114.)		
Amplification Permit -(Town Clerk-351- 3206)		
Tent Permit (s) - (Fire Prevention-351-3138)		
Propane Certificate - (Fire Prevention-351- 3138)		
Copies of all Advertising (pertaining to event)		
All Vendors List, Addresses, Phone Numbers & Items for sale with Price List		
Hold Harmless Agreement By Appointment Only (Diane Wilbur-351-3347)  (after required documents are received)		